

## Chapter 9: Screening for Reportability

SEER\*DMS uses a combination of automatic and manual workflow tasks to determine a record's reportability. The workflow can be configured to determine reportability automatically, based on local eligibility criteria, or it can be configured to defer screening decisions to registrars performing manual screening tasks. A manual worklist task is generated for any record that, according to your registry's policies, must be reviewed in order to ascertain reportability.

Use the worklist to reassign, track, and review open screening tasks according to your needs. For example, you may want to release or reroute tasks assigned to a user who is on leave. Further, a periodic review of the manual screening tasks could be helpful in evaluating the efficiency of your auto-screening configuration. Specific instructions are provided in *Chapter 4: Using the Worklist*.

In this chapter, you'll learn about

- Reportability Settings in SEER\*DMS
- Opening a Screening Task
- Setting the Reportability Status
- Requesting Follow-back Information
- Viewing a Record's Reportability Status

### Reportability Settings in SEER\*DMS

The possible values for the reportability flag are described below. The criteria used to define each value are defined in the registry's configuration settings. Further, "Auditable" and "Non-reportable" may not be used by all registries or for all record types.

Automatic and manual screening tasks will set a record's reportability status to one of the following values (some values may not be used in your registry):

- **Reportable** – The record contains data related to an eligible case as defined by your registry's criteria. The record continues through the workflow, ultimately becoming part of a patient set in the database.
- **Auditable** – The record contains cancer-related data but is not a reportable case. The record is retained for use in casefinding audits. SEER\*DMS processes the record to obtain potential follow-up information. If the record matches an existing patient set, the record should be linked at the patient level but not to a CTC. The automatic screening task may be configured to forward all auditable records to manual screening for review.
- **Non-reportable** - The record contains data for a disease that is of no interest to your registry. It is not reportable and not to be included in audits. For example, this may be a medical record that was erroneously included in a data file sent by a facility. SEER\*DMS processes the record to obtain potential follow-up information. If the record matches an existing patient set, the record will be linked at the patient level but not to a CTC.
- **Unknown** – The record has not yet passed through automatic screening or the reportability status could not be determined due to missing or invalid data. The record is forwarded or maintained in a manual screening task.
- **Not applicable** – The record is not a medical record and does not require screening, for example, it may be a record from the department of motor vehicles or voter registration. This value is set in an automatic task which determines record type; records with this setting are not screened for reportability.

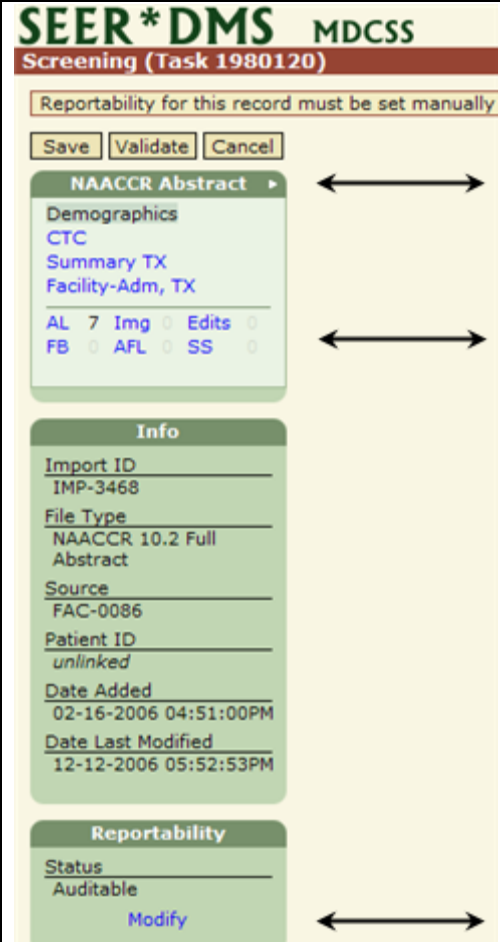
## Opening a Screening Task

Requires system permission: *screening*

To open a screening task:

1. Click a **Screening** link in the worklist summary on the home page. To resume a task assigned to you, click the link in **My Tasks**. To open an unassigned task, click the link listed in the **Unassigned Tasks**.
2. To include tasks assigned to you, enter your user name in the **User(s)** filter.
3. Check **Show Unassigned**, if appropriate.
4. If you made changes to the filter settings, click **Apply**.
5. Click the task ID to open the screening task.

Once you open the screening task, the record will be displayed in a format that is nearly identical to the format used to edit a record. Although you can review edit errors and change data fields, it is assumed that the edit errors will be handled during an editing task. For the purpose of screening, you will be reviewing data fields to determine reportability by focusing on the controls on the left side of the page (shown below).



SEER\*DMS MDCSS  
Screening (Task 1980120)

Reportability for this record must be set manually

Save Validate Cancel

NAACCR Abstract

Demographics  
CTC  
Summary TX  
Facility-Adm, TX

AL 7 Img Edits  
FB AFL SS

Info

Import ID  
IMP-3468

File Type  
NAACCR 10.2 Full Abstract

Source  
FAC-0086

Patient ID  
unlinked

Date Added  
02-16-2006 04:51:00PM


Date Last Modified  
12-12-2006 05:52:53PM

Reportability

Status  
Auditable

Modify

Task type and ID are displayed in the red toolbar followed by a message indicating the results of the auto-screening.

The **Record Navigation Box** provides links to the data pages; click  to view a menu allowing you to print the record, add follow-back and include this record in special studies.

Use the **FB** link to review follow-back needs related to this record and to add follow-back, if necessary. The number of unresolved follow-back needs is displayed next to the FB link.

The current **Reportability** status is shown here. Click **Modify** to change this value.

## Setting the Reportability Status

Requires system permission: *screening*

To set the reportability status for a record:

1. Follow the instructions in the *Opening a Screening Task* section of this chapter.
2. Review the record to ascertain reportability:
  - a. Click the links in the **Record Navigation** box to review fields on other data pages.
  - b. Click **View Text** to open a popup window showing all text fields at once. You can then move the popup window so that you can view the data page and the supporting text fields at the same time. Click **Close** to exit the Text Viewer.
  - c. To review a printed copy of the record, select **Print** from the record menu.
3. If you are able to ascertain reportability for this record, set the reportability status field:
  - a. Click **Modify** in the **Reportability** section of the left navigation panel.
  - b. Select a **Reportability** value from the drop-down list.
  - c. If you have selected *Auditable* or *Non-Reportable*, enter text in the **Reason** box. This documentation is useful for the purpose of casefinding audits.
4. If you require additional information or assistance to determine reportability, continue with step 5b to close the task.
5. Use one of the following methods to close this task:
  - a. If the reportability status is set to a value other than Unknown and the screening process is complete, end the task and allow the record to move forward in the workflow:
    - i. Click **Save**.
    - ii. Verify that **Forward to next workflow task on Save & Exit** is checked. This box must be checked to move the record to the next task in the workflow.
    - iii. Click **Save & Exit**.
  - b. If you require additional information or assistance to determine reportability:
    - i. If further information is required, submit a request for follow-back information (see the *Requesting Follow-back Information* section of this chapter).
    - ii. Click **Save**.
    - iii. To keep the record in a screening task, do not check the **Forward to next workflow task on Save & Exit** box (this box will be unchecked automatically unless you selected a tentative value for reportability status).
    - iv. Click **Save & Exit**.
    - v. If you require assistance, you may reroute the screening task to your manager or a colleague by following the instructions in *Chapter 4: Using the Worklist*.

## Requesting Follow-back Information

Requires system permission: *screening* and *fb\_initiate*

In SEER\*DMS, a request for follow-back information is referred to as a “follow-back need”. If you determine that additional information must be obtained from the reporting facility, you should submit a follow-back need. Your request will be associated with the record, allowing all users to review pending follow-back issues when reviewing the record data. If the information is required to ascertain reportability, you should save the record in a Screening task so that the task can be completed at a later time. Otherwise, you should set the reportability status and move the record forward in the workflow. Methods for saving the record and exiting the task are described in the *Setting the Reportability Status* section of this chapter.

You will receive an e-mail notification when a response to your request is processed and the follow-back need is closed. You or another staff member may update data fields based on the new information. As determined by registry policy, one staff member may be responsible for processing all follow-back responses, or the information may be given directly to the staff members who entered the follow-back needs.

SEER\*DMS enables users to access patient data via two routes: 1) the data can be modified while completing a worklist task, or 2) the record or patient set may be edited directly, outside the context of a task. If you suspended a Screening task pending the receipt of follow-back information, you must re-open and complete the task to allow the record to move forward in the workflow. You must either make changes to data fields based on the new information or verify that the appropriate changes were made. If you completed the task but need to update the record with the new information, use the Patient Lookup to search for the record. Instructions for submitting follow-back requests and processing the responses are provided in *Chapter 22: Follow-back*.

## Viewing a Record’s Reportability Status

If you are editing an unlinked record, the reportability status is displayed in the Info box of the record editor.

The screenshot displays the SEER\*DMS Record Editor interface. On the left, a sidebar contains a 'NAACCR Abstract' menu with options like Demographics, CTC, Summary TX, and Facility-Adm, TX. Below this is an 'Info' box. The main area is titled 'View Text' and 'Demographics (NAACCR Abstract REC-002271947)'. It contains various data entry fields for patient information, including Pat ID, Pre, Maiden, Race, Cmpd Eth, M, Suf, SSN, Place, Birth Dt, Sex, Religion, Race Cod Curr, and Race Cod Orig. There are also sections for 'Follow-up' (DOLC, FU Source, Follow Reg, DC State, COD, Vital Status, Next FU Src, SEER Type FU, Lst FU Hosp, DC File #, Death Place, COD Rev #) and 'Current Address' (Num, Dir, Street, Type, Dir, Suppl, City, Phone, Cnty Code, State, Zip). A red arrow points from a text box to the 'Reportability' field in the 'Info' box. Another red arrow points from a text box to the 'NAACCR Abstract / Reportable' field in the 'Demographics' section.

**Record Editor**

Save Validate Cancel

**NAACCR Abstract**

- Demographics
- CTC
- Summary TX
- Facility-Adm, TX
- AL 3 Img 0 Edits 0
- FB 0 AFL 0

**Info**

Import ID  
IMP-3468

Import Type  
NAACCR 10.2 Full Abstract

Source  
FAC-0086

Reportability  
Reportable

Patient ID  
unlinked

Date Added  
02-16-2006 04:51:00PM

Date Last Modified  
04-13-2006 12:55:09PM

**View Text** Demographics (NAACCR Abstract REC-002271947)

**Demographics** Reviewed ☐

Pat ID # 00000000

Pre  M  Suf  SSN 999999999

Maiden

Race 01  Place 999  Birth Dt 08 29 1961  Sex 1  Religion

Cmpd Eth 0  Race Cod Curr  Race Cod Orig

**Follow-up**

DOLC 06 08 2005  Vital Status 1  Autopsy 0  Surv Quality 9

FU Source 0  Next FU Src 2  SEER Type FU  FU Src Cntl  Unusual FU Mth

Follow Reg 999999999  Lst FU Hosp

DC State  DC File #  Death Place 997

COD 0000  COD Rev # 0

**Current Address**

Num 5  Dir E  Street MAIN  Type ST  Dir

Suppl

City  Cnty Code 001  State MD  Zip 99999

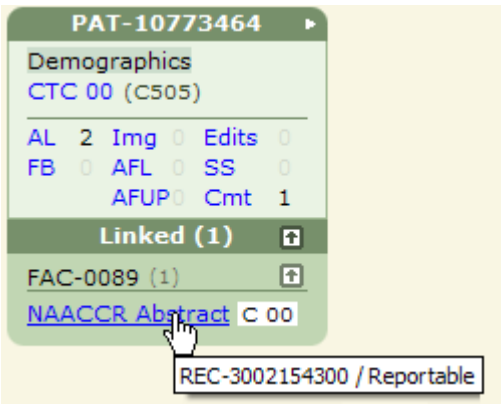
Phone

**Follow-Up Contacts**

**When you Hold your Mouse over a Record ID, the Record Type and Reportability Status are Displayed.**

**Reportability Status is Displayed in the Info Box**

To view the reportability status of a linked record in the patient set editor, hold your mouse over the Record Type. The Record ID and reportability status will be shown in a box just below type.



When record type is displayed in the Patient Lookup or a Match-Consolidate task, the Type field will include an icon indicating the record's reportability status:

- ☐ N Non-reportable
- ☐ A Auditable
- ☐ U Unknown (the record has not yet been screened)
- ☐ N/A Not applicable; the record type is not screened (e.g., supplemental records)

No icon is displayed if the record is reportable.

The icons are also displayed in the Type column of search and match results tables. If an icon is not displayed next to the record type, the record is reportable:

Score	Type	ID	Last Name
506	Health Record	<a href="#">REC-1203760609</a> <input type="checkbox"/>	DOE
506	Casefinding	<a href="#">REC-187324</a> <input type="checkbox"/>	DOE
506	Death Certificate <input type="checkbox"/>	<a href="#">REC-3001075471</a> <input type="checkbox"/>	DOE
506	Death Certificate <input type="checkbox"/>	<a href="#">REC-3001102494</a> <input type="checkbox"/>	DOE

The icons are also shown next to the Type field for the Incoming Record of a Match-Consolidate task. In this example, the record is auditable.

**SEER\*DMS**
MDCSS

User: coyle
Lookup:
Help | Account | Logoff

Match-Consolidate (Task 90584)
View
Manage
System

ID [REC-3002150232](#)
Type NAACCR Abstract ☐

Facility FAC-0086 : County General Medical Center
Last Name DOE
First Name JOHN
Middle Name
Maiden
Alias

SSN 999-99-9999
DOB 08-29-1961
VS 1 : Alive
Sex 1 : Male
Race 01 : White

Site C778: Lymph nodes of multiple
DX Date 01-15-2004
Histology 9663
Behavior 3: Malignant Primary
Laterality 0: Not Paired

Follow-back

In this example, the record is reportable (no icon is displayed):

SEER*DMS MDCSS		User: coyle    Lookup: <input type="text"/>		Help   Account   Logoff	
Match-Consolidate (Task 90584)				View ▼    Manage ▼    System ▼	
<b>Incoming Record</b>					
ID	<a href="#">REC-3002150232</a>	Type	NAACCR Abstract	SSN	999-99-9999
Facility	FAC-0086 : County General Medical Center		DOB	08-29-1961	DX Date
Last Name	DOE		VS	1 : Alive	Histology
First Name	JOHN		Sex	1 : Male	Behavior
Middle Name			Race	01 : White	Laterality
Maiden		Alias			
<a href="#">Follow-back</a>					